YEE Secretariat Report 2014-2015

The YEE Secretariat in Prague is the main centre of the information flow for the Youth and Environment Europe network and it has been essential in creating and keeping contact with Member Organisations as well as external relations. The office team works in order to help coordinate all YEE projects so that the YEE Work Plan is implemented and all the necessary administrative tasks of the federation are done – much of the YEE work occurs in YEE office and it keeps YEE running.

The employees of YEE are:

- **Secretary General – Mercedes Fioravanti Álvarez** (main responsibilities: taking care of running of the office, financial management of the organisation, fundraising – administrative grants and grants for projects, coordination of projects, communication with MOs).
- **Main Coordinator – Natalia Luchko** (main responsibilities: YEE publications, EVS Coordinator, fundraising and projects' implementation, website coordination, communication with MOs).
- **Consultant – Małgorzata Zubowicz-Thull** (main responsibilities: providing support to project and editorial teams in the preparation of applications, reports and publications).

August 2014 – July 2015

Since the Annual Meeting in August 2014 we have been working on the following projects and issues in the office of Youth and Environment Europe in Prague:

Projects and grants

- Preparation and/or submitting the following grants:

  Administrative Grants:

  1. Framework Partnership Agreement Erasmus+ 2015-2017 – approved
  2. Confirmation of Structural Grant EYF 2014-2015 –approved

  Projects:

  1. Long-term project **"Green Entrepreneurship"** (throughout 2015) – Erasmus+, Czech National Agency, applied by YEE, approved

2. YE "**Impact of conflicts on the environment**" (15-23 August 2015, Armenia) – EYF, Council of Europe, applied by YEE, approved, cancelled due to problems with obtaining additional funding
3. **EVS 2015-2016** (April 2015 – April 2016, Prague, Czech Republic) – Erasmus+, approved, applied by YEE
4. TC "**Give international dimension to your projects**" (12-17 July 2015, Czech Republic) – Erasmus +, Czech National Agency, applied by YEE, approved
5. YE "**Art for the Environment**" (November 2015, Czech Republic) – Erasmus+, Czech National Agency, applied by YEE in April 2015, approval pending.

- Preparation of 5 final reports from administrative grants and projects:
  - Approved – EVS 2013-2014 (Erasmus+, Czech National Agency), TC "Environmental education for sustainability" (Youth in Action, EACEA), Interim Report Structural Grant 2014-15 (European Youth Foundation), YE "In love with energy efficiency" (Erasmus+, Czech National Agency)
  - Submitted, waiting for approval – TC "Follow-up and impact in international projects" (Erasmus+, Czech National Agency), administrative grant Erasmus + 2014.

- Prepared, developed, coordinated and/or realised the following projects:
  1. TC **"Follow-up and impact in international projects"** (8-15 August 2014, Latvia) – Tasks: finding and communication with partners, communication with the host organisation, materials, communication with participants, reimbursements, program development, final report, publication – booklet.
  2. YE **"In love with energy efficiency"** (7-15 October 2014, Albania) – Tasks: finding and communication with partners and participants, communication with the host organisation, materials, program development, publication – infographic.
  3. TC "**Environmental Training for Eco-Trainers**" (20-28 March 2015, Germany) – Tasks: supporting the project team during preparations, promotion of the project, attending the project, helping in preparations of the publication.
  4. TC "**Supporting youth creating green start-ups**" (16-24 April 2015, Spain – part of "Green Entrepreneurship") – Tasks: main responsibility for coordination, partner search and communication, program development, coordination, communication and selection of participants, reimbursements, promotion, development of the follow-up: campaign and videos.
  5. YE "**Three Rs for the Environment**" (6-14 June 2015, Moldova) – Tasks: finding and communication with partners, communication with the host

organisation, materials, communication with participants, reimbursements, program development, final report.

6. Campaign **'The Right to Be(e)'** (Spring 2015, international, Czech Republic) – Tasks: promotion, development of the campaign, organising local planting action, launching planting action.
7. Campaign **"Office cuisine"** (Spring 2015) – Tasks: updating the blog, promoting the blog through the social media.
8. Campaign **"Climate Campaign"** (Autumn 2015, international) – Tasks: coordination, development of the campaign, search for partners, developing activities ideas, promotion.
9. Campaign "**Insecta Rules**" (throughout 2015, Portugal) – Tasks: supporting the organiser.
10. EVS project "**Youth for Environment**" (April 2014-2015, April 2015-2016, Czech Republic) – Tasks: selecting volunteers, applying for the grant, coordination of the project.

- Participated and/or organised the following local actions:
  1. World Water Monitoring Day (6 November 2014, Nymburk, Czech Republic) – measured the quality of water in rivers in the region.
  2. "Day of the Earth" in the eco-center Toulcuv Dvur (23 April 2015, Prague, Czech Republic) – organisation of the movie screening in cooperation with International Young Naturefriends.
  3. Volunteering days in the eco-center Toulcuv Dvur (8 May 2015, Prague, Czech Republic) – organisation of the events with "Tamjdem", helped in the eco-center with seasonal work and general maintenance.
  4. Documentary screenings (12 September 2014, 25 March 2015, Prague, Czech Republic) – organisation of screenings.
  5. Ecomapping of YEE office (Prague, Czech Republic) – organisation of the ecomapping to measure environmental impact of the office and plan the improvements.
  6. Promotion of YEE and EVS project during local activities (Prague, Czech Republic) – Secretariat and EVS volunteers attended and organised several events in Prague in order to promote YEE and the EVS project.

- Took part in the Info Day on EU funding for youth organisations (European Youth Forum, November 2014, Belgium).

- Took part in the training courses "Special effects" (December 2014, Czech Republic) and "Grow up your EVS 2" (May 2015, Czech Republic).

- Participated in and helped to prepare all the virtual Board meetings held in 2014-2015 and the physical board meeting in Prague in February 2015.

- Prepared the Annual Meeting 2015

- Coordinated projects, finances and communication issues.

Communication and publications

- Creation of :
  - Booklet "How to make your project last. Guide on creating impact and follow-up" – November 2014.
  - Booklet – follow-up of the training course "Environmental Training for Eco-Trainers" – help with the preparation, expected release – July 2015.
  - Six e-Newsletters (Annual Meeting 2014, October 2014, December 2014, February 2015, April 2015, June 2015).

  Creation of above mentioned publications included: writing articles, searching for contributors, creating content, selecting images, making design, printing publications, distributing them.
- YEE webpage – updating all sections, improving the structure (upgraded sections: What you can do, Campaigns, YEE Board and Office, new section "Green Entrepreneurship" etc.)
- Day-to-day email management and networking.
- Day-to-day correspondence management.
- Improving members' database for internal use.

Finances and administration

- Prepared the documents for the accountant in order to finalise the year 2014 and submit all documents required by Czech law.
- Prepared documents for external audit.
- Prepared the documents for the accountant.
- Prepared documents for internal audit.
- Prepared documents for the Annual Meeting.
- Day-to-day YEE account management.
- Day-to-day running the office.
- Prepared budget 2015 and financial overview for 2014-15.

Personnel and Staff

- Coordinating project of EVS volunteers, sending one volunteer abroad.
- Requesting long-term visa for non-EU EVS volunteer.
- Leading the work of the office: training on how to use programs, distribution of tasks, solving problems, etc.
- Prepared documents for the new position of Projects and publications consultant.

Others

- Constant improvements in the office (environmental audit, regular weekly cleanings).
- Archive system of YEE projects.

These are the most important things that happened in the YEE office since the Annual Meeting 2014. It is difficult to describe all the activities in the report in a narrative way due to the amount of tasks done but if you are interested to know more you can always ask us for more details. We hope that next year we will help the network to prepare even more interesting green activities and events!

We hope that the upcoming YEE year 2016 will be even more successful, with many projects to protect the nature and we will try to do our best to help to ensure it.

EVS Report

EVS (European Voluntary Service) is a project within Key Action 1 of the European Commission's Programme 'Erasmus+'. The European Voluntary Service (EVS) provides young Europeans with the unique chance to express their personal commitment through unpaid and full-time voluntary activities in a foreign country within or outside the EU. The EVS project in YEE consists of three parts: work in the office, work in the eco-center Toulcův dvůr and personal project.

Since Annual Meeting 2014, there have been four EVS volunteers from Youth in Action and Erasmus+ programme in the office of YEE:
Kristina Huda (Albania) – for period: 04.2014 – 04.2015
Roxana-Maria Nica (Romania) – for period: 04.2014 – 04.2015
Vladimir Jordanov (Macedonia) – for period: 04.2015 – 04.2016
Judit Suveges (Hungary) – for period: 04.2015 – 04.2016

The main tasks of volunteers in the office include:

1. Preparation of YEE publications (e-newsletters, booklets)Updating the YEE website (www.yeenet.eu) with call for partners, reports from projects and activities, uploading photos, etc. Helping with preparations of YEE projects, meetings etc. Helping to implement YEE on-going projects. Communicating with MOs on behalf of the office. Participation in YEE projects and activities.

One of the important parts of EVS project is helping other organisations in the ecological centre Toulcův dvůr. These tasks are as follows:

1. Helping with children in educational programs.
2. Assisting in the kindergarten.
3. Helping in the garden and farm with live stock and plants.
4. Assisting the stables with grooming horses and accompanying children.
5. General maintenance tasks including work on the property and orchards**.**

Mercedes Fioravanti Alvarez – Secretary General (06.2013 – ...)

Natalia Luchko –Main Coordinator (05.2013 – ...)

Małgorzata Zubowicz-Thull – Consultant (06. 2014 – ...)

Vladimir Jordanov – EVS volunteer (04.2015 - 04.2016)

Judit Suveges – EVS volunteer (04.2015 - 04.2016)